



OFFICE OF THE PROCUREMENT DIRECTOR

FREEPORT OF MONROVIA
BUSHROD ISLAND
P.O. BOX 1849
MONROVIA, LIBERIA



NATIONAL PORT AUTHORITY OF LIBERIA

GATEWAY TO LIBERIA'S ECONOMY

NATIONAL PORT AUTHORITY

REQUEST FOR PROPOSAL

TITLE: DEVELOPMENT OF A COMPREHENSIVE FIRE PREVENTION AND EMERGENCY RESPONSE PROGRAM FOR THE NATIONAL PORT AUTHORITY

RFP NO. NPA/QCBS/002/2025

DATE OF ISSUANCE: 25 February 2025

BACKGROUND

The National Port Authority, with the Free Port of Monrovia as the principal gateway, plays a strategic role in facilitating the country's international trade and driving its economic development. The Free Port of Monrovia, as the largest and most active port, serves as a vital hub for imports and exports, supporting key sectors such as agriculture, mining, and industry. Alongside Monrovia, other significant ports, as the Ports of Buchanan, contribute to regional connectivity and trade facilitation. Each port has its unique role in enhancing Liberia's competitiveness and linking it to global supply chains.

To strengthen the contribution of these ports to the national economy, the **DEVELOPMENT OF A COMPREHENSIVE FIRE PREVENTION AND EMERGENCY RESPONSE PROGRAM** is aimed at strengthening the infrastructure capacity of the NPA to meet international safety standards. The Management intends to align infrastructure development with best practices in port safety management, the project will position Liberia's ports as competitive, resilient, and environmentally responsible trade hubs, supporting the nation's long-term socio-economic growth.

Purpose of this Request for Proposals (RFP)

The National Port Authority is launching this RFP to solicit competitive proposals and select a Firm/Organization (hereto referred to as "Service Provider" or "Bidder") to enter into a contract. The selection process aims to ensure that the final selected Service Providers are of the highest caliber professionally, technically and ethically to implement and execute the necessary services.

The National Port Authority now invites qualified consultancy firms, or consortia to submit proposals for the **DEVELOPMENT OF A COMPREHENSIVE FIRE PREVENTION AND EMERGENCY RESPONSE PROGRAM** at the freeport of Monrovia. The objective is to create a sustainable and efficient port operations that align with environmental, social, and economic sustainability goals.



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All interested eligible firms or consortia may obtain copy of the **Request for Proposal (RFP) Document** from the Procurement Department of the National Port Authority, beginning February 25, 2025, Mondays through Fridays at 9:00 A.M to 5:00 P.M, when a non-refundable fee of **USD 51.50** is paid to NPA's ECO Bank USD Account.

The Account Title and Number are: **National Port Authority; 6100225392.**

Submission and Opening of Proposals

Submission of the Proposal

All interested firms/ Consortia participating in this Request for Proposal, are requested to submit your proposal to the address mentioned below no later than **14 April 2025, 13:00:00 hours (1:00 p.m. o'clock)** hereinafter referred to as "the closing date and time").

Proposals received after the closing date and time will be rejected. All proposals and supporting documents must be submitted in hard copy and also accompanied by a soft copy placed on a USB Drive (ensure that the document placed on the USB Drive is in PDF format) on or before the closing date and time stipulated above.

The Executive Director for Procurement
The Procurement Department
National Port Authority
Bushrod Island

Email: info.procurement@npa.gov.lr

Contact number: +231886501319/770777242

Please adhere to the following instructions, unless otherwise provided in the relevant Bid Documents. The Submission must be drafted in **English** and contain:

A **Technical Proposal** and supporting documentation, with clear and concise description of your proposed actions to execute the Scope of Work/Terms of Reference and Deliverables.

The Technical Proposal **should include all supporting documentation, CVs, and company profile) for successful delivery.**

- A **Financial Proposal**
- **All the supporting documentation** in relation to the evaluation criteria.
- Proposals must be submitted in **two separate Envelopes.**
- The Technical Proposal must be named **RFP NO. NPA/QCBS/002/2025-TECHNICAL Proposal.**
- The Financial Proposal must be named **RFP NO. NPA/QCBS/002/2025-FINANCIAL Proposal.**



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- All financial information must **ONLY** be included in the Financial Proposal. No Financial proposals, quotes or any other related financial information should appear in the Technical Proposal.
- Proposals which do not comply with these requirements, e.g., combining the financial and technical proposals in one submission or submitted in any way, other than outlined above, will be rejected.

Late submissions shall be rejected. Non-compliance with the above requirements regarding the presentation of the RFP may lead to the exclusion from the RFP process for this contract.

The proposal must be valid for the period of **120 days** from the deadline of proposals. The bidder shall provide a statement confirming the period of validity of its proposal when submitting the required documents for this RFP.

Signed: _____


MANAGEMENT